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CIA

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MEMORANDUM FOR: General Counsel ✓
Comptroller
Assistant Director (Personnel)
Auditor-in-Chief
Chief, Procurement and Supply Office
Chief, Medical Staff

SUBJECT : Briefing of [REDACTED]

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1. [REDACTED] Senior Representative at [REDACTED] has been scheduled for briefing by the Deputy Director (Administration) components on Monday afternoon, 23 March 1953. This briefing will take place in the Personnel Conference Room, Room 117, North Building. A briefing by your Office has been set for the time indicated:

General Counsel, 2:15 to 2:30 p.m. (15 minutes)

2. Principal elements which should be included in your discussion are (a) a brief explanation of the mission of the Office and its relationships within the Agency framework; (b) a review of the services and methods for providing overseas support; (c) insofar as may be applicable to the briefing office, the special authorizations for administrative action granted to the Central Intelligence Agency and the controls required to discharge properly these responsibilities.

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[REDACTED]
L. K. WHITE
Assistant Deputy Director
(Administration)

Done
[Signature]